

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DOH0727898  
POSITION NO: 946013  
CLASS CODE: 3740

Date Posted: 06/17/13  
Closing Date: 06/28/13

POSITION TITLE: PREVENTION SPECIALIST  
DEPARTMENT NAME: Department of Behavioral Health Services  
DEPARTMENT NO: 72 WORKSITE LOCATION: Shirpock, NM  
WORKS DAYS/HOURS: POSITION TYPE: GRADE: R63A  
Days: Monday - Friday Permanent: ☒  
Hours: 40 hrs. Temporary: ☐ Duration:                      \$ 34,944.00 Per Annum  
Part-Time: ☐ No. of Hrs/Wk:            \$ 16.80 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Promotes the prevention and awareness of substance abuse to communities, attends chapter meetings to solicit community support of prevention awareness; serves as a resource person for referral information; provides information and advocates for the program; promotes the program through the Red Ribbon campaign, Youth camps, public forums and other drug/alcohol free activities; develops, conducts, shares and disseminates information on youth alcohol and drug usage, crime involvement and awareness.

Develops and implements memorandum of understanding (MOU's) with local schools (K-12), headstart, chapter houses and other relevant programs for youth that emphasizes prevention awareness of substance abuse; attends sessions for new ideas and methods of promoting the programs and activities to prevent substance abuse and provides technical assistance.

Conducts capacity building and community needs assessments within communities; implements strategies within the Prevention grants; knowledge of the Strategic Prevention Framework Model to produce prevention work; Implements evidence based curriculums within schools and community; conducts meetings with schools and chapters; meets with chapter officials and planning committees regarding the community needs in the area of substance abuse; plans team teaching and team approaches to substance abuse problems with doctors, health representatives and other concerned people; meets with other professionals to devise the best approaches to substance abuse problems; conducts prevention education in classrooms as requested by the community/chapter.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A Bachelor's degree in Psychology, Social Work, Counseling or a related field; and

**\*To receive full credit for education, certification or licensure, transcripts, copies of degrees, certificates and other appropriate documents must be submitted along with the employment application.\***

**Experience:**

two (2) years of substance abuse counseling experience; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.

**Special Knowledge, Skills and Abilities:**

Knowledge of the 12-step counseling process for substance abusers; knowledge of the resources in the community that can be tapped as needed; knowledge of group facilitation techniques; knowledge of the principles and practices of psychology and counseling; knowledge of the effects of substance abuse over time.

Skill in establishing and maintaining effective working relationships; skill in developing community/chapter resources for the benefit of the patient; skill in facilitating community events and meetings.

**Special Requirements:**

**\*\*\*PREFERRED: Will be required to attain a valid state or national Preventionist Certification.\*\*\***

**Position requires a background check and suitability assessment prior to employment.**

**VETERANS' PREFERENCE APPLIES**

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.**